



Module 4

Rules for the Road Laws, Regulations, and Procedural Safeguards

Record of the Journey

Documentation of Portfolio Results

Name of participant	
Program affiliation (including district)	
Address	
Phone number (with area code)	_ E-mail address
Signature(s), affiliation, address, phone number, and e-ma	ail address of person(s) documenting results:
Date completed and approved	
Date completed and approved	

Module 4

Rules for the Road Laws, Regulations, and Procedural Safeguards

Record of the Journey

Documentation of Portfolio Results

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
 4.1 Ethical Conduct Participate in training discussion based on handout 4.1 DEC Code of Ethics as instructed. Outside reading assignment: Read handout 4.1a Code of Ethical Conduct and Statement of Commitment-A Position Statement of the National Association for the Education of Young Children. Place article in portfolio after reading. 	Discussion with trainer and article read and placed in portfolio.			
4.2 Assuring Quality and Equity for Families	Active participation in discussion			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
View PowerPoint Assuring Quality and Equity for Families and	and activities during			
participate in discussion as	PowerPoint as			
instructed. Familiarize yourself with	led by the			
the nine TEIS district offices. If you	trainer.			
are employed by TEIS, review the				
district name/number and counties	Demonstration			
served by your district.	of			
Collaborate with an experienced	understanding of WPN based			
service coordinator in preparing a	on with based			
Written Prior Notice (WPN) form for	trainer/service			
a family. Discuss the completed	coordinator's			
form with the service coordinator or	approval to			
trainer for approval before sending it	send			
to the family. Place a copy in the	completed form to the			·
portfolio.	family.			
Locate the Forum Guide to	iaiiiiy.			
Protecting the Privacy of Student	Trainer			
Information: State and Local	verification of			
Education Agencies on the following	completion.			
website (outside of training) and				
bookmark the site as a reference.				
http://nces.ed.gov/pubs2004/20043 30.pdf				
<u>50.pai</u>	Score of 80%			
Ask questions as needed when	or better on			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
trainer reviews 4.2d Mediation Request Form and 4.2e Due Process Hearing Request Form.	quiz			
Read Surrogate Parent Handbook- Guidelines for Tennessee's Early Intervention System (TEIS) thoroughly outside of training.				
When the reading assignment is completed, take the <i>Surrogate Parent Quiz</i> (4.2f) and review results with the trainer.				
If you score less than 80%, follow- up with the trainer for further explanation of surrogate procedures is required. Place the completed quiz in the portfolio.				
4.3 Rules for the Road-Components of Part C IDEA and Procedural Safeguards This activity will allow you to gain experience locating information in	Active participation and completion of quiz to the satisfaction of the trainer.			
Rulemaking Hearing Rules of the State Board of Education Chapter				

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
0520-1-10 Tennessee's Early Intervention System while reinforcing learning.			•	
Using a copy of the above, complete the "open book" quiz. Place the completed quiz in the portfolio.				
4.4 Protecting the Innocent	Completion and article			
Read 4.4a In Focus: Understanding the Effects of Maltreatment on Early Brain Development as an outside of class assignment. Place article in	placed in portfolio.			
portfolio after informing the trainer of completion.	Active participation in discussion,			
View PowerPoint <i>Protecting the Innocent</i> and participate in discussion as instructed.	related to the PowerPoint, activities, and handouts as			
Participate in discussion of the following handouts with the trainer: • 4.4b Findings that Might Appear to be the Result of Disability but Could be Abuse or Neglect	led by the trainer.			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
 4.4c Findings that May Indicate Neglect and/or Abuse 				
4.5 Methamphetamine's Youngest Victims	Completion of reading assignment			
Read the following:	and articles in portfolio.			
4.5a Children at Clandestine Methamphetamine Labs: Helping Meth's Youngest Victims				
4.5b Child Protective Services Investigation of Children Exposed to Chemical Laboratories for the Manufacture of Methamphetamine				
Ask questions as needed about local office policies and procedures that may apply to this topic. Place copies of the articles in the portfolio upon completion of reading assignment.				

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
4.6 Child Abuse – Case Based Assignment/Quiz	Score of 80% or better on quiz			
You are to complete this assignment independently outside of training.	'			
Read the following:				
 4.6 Case Based Pediatrics For Medical Students and Residents-Chapter XIV.12.Child Abuse 				
Complete the quiz form (4.6a). Give the completed quiz to the trainer. Place the quiz in the portfolio.				
If a score of less than 80% is received, follow-up discussion with the trainer is recommended in order to clarify any concerns and determine if further input is needed.				
4.7 Prevent Child Abuse Tennessee	Completion			
Review 4.7 to learn about this statewide resource.				

Additional comments	